



JOB VACANCY ANNOUNCEMENT No. 09-09/1

FULL PERFORMANCE LEVEL

OPEN TO: US Citizen Eligible Family Members (USEFMs)

POSITION: *Office Management Specialist*, FSN-120-6; FP-08*

OPENING DATE: 05/18/2009

CLOSING DATE: 06/05/2009

WORK HOURS: Full-time, 40 hrs./week. However, this position may be filled with qualified candidates willing to work part-time only. This position may be split between two part-time employees.

LENGTH OF HIRE: Two-year FMA appointment or PSA plus

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Tirana, Albania is seeking an individual for employment in country for the position of Office Management Specialist in the Political/Economic Section.

BASIC FUNCTIONS OF THE POSITION

The position serves as office manager performing a variety of administrative and office management tasks. A principle task is to organize section electronic and paper filing system and improve office organization, to include systems to monitor tasks due, officer schedules, etc. Serves as the secretary to the Chief of the Political/Economic Section and assists the officers of the section as needed. The incumbent of this position prepares written materials, edits and proofreads documents for accuracy, formatting, clearances, style and compliance with regulations. Drafts routine correspondence on instruction from supervisor. Maintains own and others schedules. Maintains time and attendance records for the section. Makes travel arrangements. Prepares invitations, applies knowledge of protocol in managing processes and events, e.g., preparing guest lists, invitations, proper forms of address and representational vouchers.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Keith Kadlec at Ext. 3178.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Minimum of two years of post secondary school education in office management, administrative management, business management, bookkeeping, applied computer technology, English language, writing or composition, or business administration.
2. **EXPERIENCE:** Minimum of two years of experience in secretarial/administrative office work is required.
3. **LANGUAGE:** Level IV (fluent) in both written and spoken English is required. Albanian language skill not required.
4. **SKILLS AND ABILITIES:** Skilled in using a tactful and diplomatic manner when dealing with all levels of American and foreign personnel; ability to draft business correspondence; must be able to identify and adapt to shifting priorities on daily basis. Must possess strong organizational skills to manage schedules, events, files, simple budgets, and office activities.

5. **COMPUTER SKILLS:** Level II typing (40wpm) and business proficiency using personal computers and computer applications such as MS Word, MS Excel, MS Outlook and MS Explorer.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs), and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. A security clearance is required for this position; the type will be determined by the RSO. May start work without a security clearance, however.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office

E-mail: kadleckd@state.gov

Telephone: (355) (4) 247-285 Ext. 3178

Fax: (355) (4) 232-222

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
- Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: 06/05/2009

The US Mission in Tirana provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPROVED: HRO/DGIOVENGO
CLEARED: POL/ECON/PPOLETES
DRAFTED: HR/KKADLEC